

PLEASE POST:

**OFFICE OF THE
FEDERAL DEFENDER
District of Minnesota**

**POSITION ANNOUNCEMENT
LEGAL SECRETARY**

The Office of the Federal Defender for the District of Minnesota is accepting applications for the position of legal secretary. The Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

Duties: Responsibilities include legal secretarial duties, reception duties, typing and filing of legal and general correspondence, processing mail, maintaining Assistant Federal Defender calendars and casefiles, electronic document filing, library maintenance, photocopying, travel arrangements, and other related duties as assigned.

Experience: High school graduate or equivalent, with a minimum of two years general secretarial experience and one year specialized, criminal law office experience preferred. Education above the high school level may be substituted for some experience. Candidates should possess proficiency in word processing, strong typing and proofreading skills, the ability to prioritize and multitask, familiarity with legal terminology, as well as excellent interpersonal and communication skills.

Hours: 8:30 - 5:00 Monday - Friday

Salary: Commensurate with experience. JSP 6-8 (starting \$33,752 - \$41,538). Full federal benefits. Direct deposit is mandatory. Employment contingent upon satisfactory fingerprint and background check.

Apply: Interested persons may apply by sending a resume with typing speed and references to:

Sandy Arcand, Administrative Officer
Suite 107, U.S. Courthouse
300 South Fourth Street
Minneapolis, MN 55415
FAX (612) 664-5850
sandy_arcand@fd.org

DEADLINE: Open until filled.
Subject to availability of funding.

Equal Opportunity Employer